

Checklist for Sexual Harassment Investigations

1. Preliminary Considerations

- Use two investigators, if possible.
- Create a confidential file.
- Conduct interviews in a private room.

2. Gathering the Facts

2.1. Review relevant personnel files and company policies.

2.2. Interview the victim.

- o Take the person complaint seriously.
- o Explain the investigation but don't promise complete confidentiality.
- o Find out what happened: GET SPECIFICS.
- o Find out the effect of the harassment on the victim.
- o Find out names of witnesses.
- o Ask the victim what they want.
- o Assess their credibility.
- o Take a statement, if warranted.
- o Type the notes of the interview.

2.3. Interview the perpetrator.

- o Explain the purpose of the interview but state that no decision has been made on the truthfulness of the allegations.
- o Identify the victim and the specific basis of the sexual harassment complaint.
- o Ask the person to respond to the charges.
- o Find out names of witnesses.
- o Assess their credibility.
- o Take a statement, if warranted.
- o Type the notes of the interview.

2.4. Interview corroboration witnesses.

- o Try to elicit identity of victim and perpetrator from the witness as opposed to identifying the victim and perpetrator to the witness at the beginning of the interview.
- o Find out what he or she knows: GET SPECIFICS.
- o Distinguish between firsthand and secondhand knowledge.
- o Assess the credibility of the witness.
- o Take a statement, if warranted.
- o Type the notes of the interview.

